



## How to enroll online

### TIAA-CREF makes it easy for you to enroll in the Hood College Defined Contribution and Tax-Deferred Annuity Plans

Online enrollment is the fastest and easiest way to enroll. Before you begin, have the following information available:

- The access code for each plan for which you are eligible:  
Defined Contribution Plan - 150268 Tax-Deferred Annuity Plan - 150271
- Your Social Security Number
- Your beneficiary's Social Security Number, birth date and address, if possible
- Your investment allocations (you can learn more about your investment options at [www.tiaa-cref.org](http://www.tiaa-cref.org))
- Your account or contract number, if you are a current TIAA-CREF participant

### To enroll online

- Go to [tiaa-cref.org](http://tiaa-cref.org)
- **If you are a first-time user:** Click *New User? Register Online* in the Account Login box. On the next page, select *Enroll in my retirement plan*. Then, on the *Welcome* screen, select *Register with TIAA-CREF* to create your User ID and password.
- **If you are a returning user:** Enter your established TIAA-CREF User ID and select *Log In*.
  - Follow the on-screen directions to complete your enrollment application.  
*Note: At the allocation screen, click on any investment choice to view its fact sheet.*
  - Print a confirmation page from the *Thank You* screen.

### We're here to help

If you need assistance with enrolling online, call TIAA-CREF at **800 842-2888** Monday through Friday, 8 a.m. to 10 p.m., or Saturday 9 a.m. to 6 p.m. (ET).

#### Important

If you participate in your retirement plans, you must complete and submit a Salary Reduction Agreement form. You can obtain the Salary Reduction Agreement from your Human Resources office. Please return the completed agreement to the HR office for processing.

For questions regarding your eligibility to contribute to the plan, please contact your HR Office.

You can receive retirement plan advice on your plan's investment options *at no additional cost to you*. A TIAA-CREF Financial Consultant can help you select a mix of investment options appropriate for your retirement savings goals and risk tolerance. For more information, call **800 842-2252**.



#### Financial Services

Investment products may be subject to market and other risk factors. See the applicable product literature, or visit [www.tiaa-cref.org](http://www.tiaa-cref.org) for details.

Investment, insurance and annuity products are not FDIC insured, are not bank guaranteed, are not bank deposits, are not insured by any federal government agency, are not a condition to any banking service or activity and may lose value.

**You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or go to [www.tiaa-cref.org](http://www.tiaa-cref.org) for current product and fund current prospectuses that contain this and other information. Please read the prospectuses carefully before investing.**

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